

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**  
**MONTANA STATE PRISON**  
*An Equal Opportunity Employer*

March 17, 2008

<b>Job Title:</b>	Maintenance Supervisor	<b>Position No.:</b>	22797
<b>Division:</b>	Montana State Prison	<b>Bargaining Unit:</b>	MFSPE
<b>Location:</b>	Deer Lodge	<b>Supplement:</b>	NO
<b>Status:</b>	Permanent/Full-Time	<b>Shift:</b>	8:00 – 4:00 p.m.
<b>Salary:</b>	\$12.54 – \$15.56 DOE		To be determined

**Application Deadline:** Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Human Resources

600 Conley Lake Road  
Deer Lodge, MT 59722

**fax:** (406)846-2950

**email:** [whislop@mt.gov](mailto:whislop@mt.gov)

**Position Closes 3/28/08 at 5:00 p.m.**

Application materials are available on the web at [www.mt.gov](http://www.mt.gov).

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 846-1320 ext. 2202.

**Equal Employment Opportunity Employer:** Montana State Prison does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. Montana State Prison is a smoke free agency.

**Special Information:** Upon employment, successful completion of Basic Training for Prison employees. Must be able to work in a stressful and potentially dangerous work environment and respond in the event of an emergency. Involves considerable and repetitive heavy lifting (40 to 60 lbs.).

**Typical Duties:** Communicates with the Maintenance Management Team as to maintenance/construction work, on maintenance issues, and to the priorities assigned to the work orders so that all agreements and compliances are understood. Plans all work assigned to this position. Performs all assigned maintenance jobs within the institution, the Ranch and Montana Correctional Enterprises and Montana State Prison controlled property and completes all assigned work in a timely manner. Operates and maintains all necessary equipment using safe operating techniques. Performs assigned preventative maintenance requirements on equipment, buildings and vehicles. Performs all work in a safe and proper manner following established policies, general safety rules and safe operating procedures. Responsible for the supervision & training of an inmate workforce. Selects, evaluates, disciplines when required, an inmate work force to ensure compliance with the policies and procedures as outlined in the manuals held and updated by Montana State Prison. Performs firefighting responsibilities to suppress & contain any fires which threaten the safety and security of MSP by practicing good fire fighting techniques. Performs damage control responsibilities as directed by the Maintenance Management team to assess damages and reporting all damages and suggestive corrective actions to the Maintenance Management Team for appropriate actions. Performs security duties as assigned to maintain as an adequate level of security by following and adhering to the policies and procedures of MSP.

Qualifications: Must have a thorough knowledge of the building trades. Working knowledge of standards, methods, practices, tools and materials utilized for the maintenance and upkeep of buildings and grounds. Must have a thorough knowledge of safe working practices, supervisory skills to be utilized in inmate supervision. Must have the ability to adapt personal skills to those used within a prison system. Must have the ability to read and work from blueprints. Must possess a valid Montana State Drivers license. Behavioral competencies required include: Communication: communicates effectively orally and in writing; proactively informs and resolves problems/issues; and through effective communication with co-workers and supervisors, limit rumors and create an effective team network. Supervisory Skill and Leadership: Provides effective supervision, during the working of an inmate crew. Decision Making Ability: Make quick accurate decisions regarding problems and take a reasonable approach to solve these problems. Commitment/Responsibility: Sees what needs to be done and takes initiative to do it; follows through; is accountable for accuracy of work produced; acts with initiative, exercise good judgment; handles multiple jobs and tasks simultaneously without jeopardizing quality.

**Education and Experience:** The above qualifications are typically acquired through graduation from a high school and 2 years of related experience. Must be able to obtain a Montana Stationary Engineer's license within one year of hire. Must possess a valid Montana State Drivers license.

### THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected. A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**Compensation:** The normal **entry** salary is \$12.54 hourly. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?** \_\_\_\_\_

**If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.**

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_